



# UNITED STATES ARMY RESERVE DRILL SERGEANT SCHOOL



## CANDIDATE SOP



AS OF 10 MAY 2000

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## **PURPOSE OF THE CANDIDATE SOP**

**This candidate SOP serves as your notification of what to expect while attending the Drill Sergeant School. Utilize this booklet throughout your tenure as a candidate and remember the benefits you derive from the course are directly proportional to the amount of effort and thought you apply to it. Suggestions for improvement of this SOP should be submitted in writing to the Chief Instructor of the Drill Sergeant School.**

## **HONOR CODE**

The concept of the Honor Code among soldiers evolved centuries ago when individuals first banded together for the purpose of establishing a system for defending their lands and properties. Down through the years, military machines have grown from small bands into well-organized groups. In all such groups, leadership positions have developed, and the Honor Code has developed with them. Leaders established guiding rules and regulations, which were carried out and enforced by their subordinates.

Subordinates also relied on the honesty and integrity of their leaders. This situation persists in our present day Army. Soldiers accept the leader's word as truth. However, if the leader displays a lack of honesty and integrity, this may jeopardize the leader's position and status, and the position and status of the subordinate.

CANDIDATES OF THE DRILL SERGEANT SCHOOL ARE BOUND BY THE HONOR CODE. The basic concept of the Honor Code is that a noncommissioned officer does not lie, cheat, or steal. In its most practical application, it means, "a man's word is his bond." Attendance reports are presumed to be correct since noncommissioned officers will render them. During examinations or classroom work, the candidate's work must be their own. Those who observe an honor violation and do not report the fact, are themselves guilty of an honor violation. Violations of the Honor Code will result in a dismissal from the Drill Sergeant School.

## **HISTORY OF THE DRILL SERGEANT**

In late 1962, the Secretary of the Army directed Stephen Ailes, the Assistant Secretary, to conduct a survey of recruit training in the Army. This survey was conducted over a long period of time and included a wide variety of experienced personnel. To insure that his report would be valid, Secretary Ailes made a comprehensive survey, comparing the training techniques of the Marines, Navy and Air Force with those of the Army.

The final report, as submitted to the Department of the Army, contained five principle findings, with appropriate recommendations and suggestions for eliminating the problems encountered. The comparison of the training centers of the three services with those of the Army demonstrated that the attitude of the noncommissioned officers within the Army training centers was very poor. There were contributing reasons, including the long working hours, the difficulty and demanding nature of the work and the lack of free time for family concerns. Inadequate staffing in the training centers caused much of this. In addition, it was determined that the caliber of noncommissioned officers being assigned to the Army training center was far below the standards required by the other services. Another problem was the negative attitude of the trainer, which had a demoralizing affect on the trainee and resulted in a mental block between the recruit and the trainer; and thus caused a negative impact on the qualified trainer and the quality of training presented.

During the period April – June 1963, pilot trainer courses were conducted at Fort Jackson, South Carolina, and a training company at Fort Gordon, Georgia. The success of these tests resulted in the adoption of the new concept to include the formation of Drill Sergeant Schools throughout the United States Continental Army Command. This was the beginning of the Drill Sergeant.

## **DRILL SERGEANT BADGE**

In 1958, the Drill Sergeant Badge was adopted as the training center's crest. It was designed by the Heraldic Division of Quartermasters General's Office. The 13 stars represent the Thirteen original Colonies. The snake is a symbol of preparedness and is grasping the scroll on one end with his mouth and the other end with his tail. On the scroll is printed the motto, "**THIS WE'LL DEFEND**," one of the many mottoes used in colonial days. The armored breastplate is a symbol of strength. The green background worn under the armored breastplate is called a Jupon, which represents the Army. The torch is a symbol of liberty that shines over all.

## **THE CAMPAIGN HAT**

A veteran of numerous campaigns in the field, steeped in traditions, and in active service in various styles from 1850 through 1939, the campaign hat is a most appropriate symbol for a Drill Sergeant. The campaign hat appeared on the scene again in early 1964. The present style of the campaign hat evolved from the straw or felt slough "Hardee Hat" of the 1850's through the center crease designs of the 1880's, to the present day modified "Montana peak" which was adopted in 1911.

In late 1971, Headquarters, Continental Army Command (CONARC) received approval from the Chief of Staff of the Army for permission to include women in the Drill Sergeant Program. BG Mildred C. Bailey designed the female Drill Sergeant Hat. The design was taken from the Australian bush hat. The first female Drill Sergeant Hat was beige in color. The beige hat was replaced by the dark green. The green hat was put into use in January 1983.

## **SECTION I – DRILL SERGEANT SCHOOL PROGRAM OF INSTRUCTION**

1. **PURPOSE:** The primary objective of the TRADOC Drill Sergeant Course (DSC) is to prepare highly qualified noncommissioned officers for duties as a drill sergeant in an Initial Entry Training (IET) unit (BCT, OSUT, or AIT). The drill sergeant training program is designed to build on the leadership abilities, and technical knowledge that you have, and provide you the unique knowledge and skills required to train IET soldiers.
2. **TRAINING STRATEGY:**
  - a. You will be assigned to a squad-size element. Two Drill Sergeant Leaders (DSL) will be assigned to your squad. They have the primary responsibility of presenting all POI subjects, evaluations and counseling to your squad. DSL assignment during Phase II will be based on the location of the particular satellite location.
  - b. The DSC is a resident course. This will be further explained to you during your in processing.
  - c. The primary method of instruction (MOI) will be performance oriented training. You may be called upon to serve as a peer instructor for your squad members. Consider this an honor and remember that this is viewed favorably by your DSL and is encouraged.
  - d. A master progress plotter will be maintained by your DSL to monitor your progress.
3. **MAJOR AREAS OF INSTRUCTION:**
  - a. Human Relations
  - b. Leadership
  - c. Counseling
  - d. Fitness Training (includes Obstacle Course, Confidence Course, MFT and the Army Physical Fitness Test (APFT))
  - e. Weapons Training
  - f. Drill and Ceremony
  - g. Methods of Instruction
  - h. Combative
  - i. General Subjects (UCMJ, 600-4 Tasks, Fitting of the Uniform, Inspections and Adverse Weather)
  - j. Gender Integrated Training Management
  - k. Tactical Training

4. **PHASING.** The DSC is divided into three phases. The purpose of phasing is twofold. First, phasing is oriented toward establishing short-term objectives. You must clearly understand what is expected of you for the upcoming phase. You will be provided detailed performance counseling upon completion of each phase. The primary purpose of counseling sessions is to establish clear communications between you and your DSL and to provide scheduled performance feedback. Second, phasing provides you experience with performance counseling, and goal setting should assist you in employing these techniques in IET with new soldiers.

a. **Goals and Characteristics.**

- (1) **Phase I** – Phase I begins with your arrival at the Drill Sergeant School and ends with the completion of the two week active duty tour. Candidate Goals for Phase I are:

- Discipline, attention to detail and maintain good professional conduct
- Establish good study habits
- Develop self confidence
- Inculcation of Army values
- Introduction to Leadership and Army Core Values (ACV)
- Understand Leadership and Introduction to Human Relations
- Understand Gender Integrated Training
- Know Counseling and Drill and Ceremonies
- Know and understand MOI techniques
- Conduct and pass daily inspections (role modeled by DSLs)
- Improve physical fitness working toward set goals
- Pass Phase I test
- Successful completion of all academic requirements of Phase I

- (2) **Phase II** – Phase II is conducted utilizing Inactive Duty for Training (IDT) weekends. It is the first four months of IDT. Candidate Goals for Phase II are:

- Maintain Phase I accomplishments
- Demonstrate leadership traits and Army values
- Increase leadership development
- Conduct daily inspections (by candidate leaders with close supervision by DSLs)
- Enforce the inculcation of Army Values
- Properly conduct Drill and Ceremonies
- Understand Leadership and Introduction to Human Relations
- Demonstrate proficiency in training of marksmanship fundamentals
- Successful completion of all Basic Rifle Marksmanship (BRM) requirements
- Increase physical ability working toward Phase II goals
- Successful completion of all academic requirements of Phase II
- Pass Phase II test

- (3) **Phase III** – Phase III begins on the 5<sup>th</sup> month of IDT. Candidate Goals for Phase III are:

- Maintain Phase I and II accomplishments
- Sustainment of progressive fitness program

- Continuation of daily inspections (by candidate leaders with close supervision by DSLs)
- Progressive Human Relations development
- Understand Gender Integrated Training
- Continuation of inculcating the Army Values
- Conduct Tactical Training
- Successful completion of all academic requirements for MFT and passing record APFT with 225 points
- Complete all POI requirements

The DSL's must evaluate and counsel each candidate against the established goals and standards for each phase.

- b. **Phase Counseling.** Phase counseling emphasizes the candidate's understanding of the required performance and goals of each phase of training. Candidates are rated in all areas during each end of phase counseling. DSS cadre will use personal observations, academic results, APFT scores, spot reports, and leadership evaluations to acquire the specific information needed. The following categories will be used:

- (1) **Outstanding.** The outstanding candidate meets and exceeds the rigid standards required of a drill sergeant.
- (2) **Satisfactory.** The satisfactory candidate achieves and maintains the standards expected of a drill sergeant.
- (3) **Unsatisfactory.** The candidate is unable or unwilling to conform to discipline and/or training standards. Candidates in the unsatisfactory category will be considered for elimination from the DSC after all efforts have been expended to assist the candidate.

## 5. STANDARDS.

### a. Academics.

- (1) The determination of satisfactory completion of the course rests with the cadre and the school commandant based on candidate's satisfactory completion of each subject area. A candidate who is rated "NO-GO" on a hands-on task or written examination is retrained and retested. Hands-on tasks require 100% task mastery. A passing score of 70% is required on written examinations.
- (2) If a candidate fails the initial task, they will then be tested the second time on that task plus one additional randomly selected task. Failure of either of these tasks would require a third attempt which would consist of the task(s) failed plus an additional task (total of three if both tasks were failed). If a fourth attempt is used, it will consist of the task(s) failed, not to exceed three tasks.

- b. **Master Fitness Trainer Course.** All DS candidates must successfully complete the MFT portion of the course even if they currently have the "P5" Additional Skill Identifier (ASI) in order to graduate. Successful completion will result in the awarding of the "P5"



ASI upon graduation. Failure to score 240 (80 per event) is not grounds for failure to graduate, it only means the drill sergeant candidate will not be awarded the ASI.

c. **Fitness Training.**

- (1) The APFT will be administered on the first training day. Any candidate who fails to meet the minimum standards will be denied enrollment and returned immediately to their unit of assignment.
- (2) Fitness training will be conducted every training day except during the MFT portion of the course.
- (3) A diagnostic APFT will be given at the end of Phase I. Candidates failing to achieve a passing score will be counseled to determine reason(s) for failure and placed on a special fitness program as appropriate.
- (4) The record APFT will be administered during the active duty portion of Phase III. Failure to pass the APFT will result in elimination from the DS course. Candidates must achieve a minimum total score of 225 to graduate from Drill Sergeant School.

d. **Obstacle Course.** All candidates must properly negotiate each obstacle in both the conditioning and confidence obstacle courses for graduation. The DSS Commandant is authorized to waive this requirement if injuries prevent a candidate from negotiating all obstacles. If a candidate fails to negotiate an obstacle, the candidate will be dropped from the course (one reattempt is authorized).

e. **Height/Weight Standards.** Each candidate must meet the Army's height and weight standards as prescribed in AR 600-9 to be enrolled in the DSC. Any candidate who fails to meet the minimum standards will be denied enrollment and returned immediately to their unit of assignment. Candidates who fail to maintain the standards throughout the course will be removed from the DSC in accordance with (IAW) TRADOC Reg 350-16, para 2-4.

f. **Graduation Requirements.** Candidates who fail to achieve/maintain the standards will be eliminated IAW AR 614-200. The following are the graduation requirements for DSS:

- (1) Candidate must meet the entry criteria before entering DSS. They must pass the record APFT on the first training day with a score of 180 points (60 per event). The candidate must score a minimum of 240 points (80 in each event) on the final APFT to receive the "P5" ASI. The candidate must score a minimum of 225 points on the final APFT to graduate DSS.
- (2) The candidate must pass all academic tests (written) with a score of 70% or more.
- (3) Candidates must pass all performance exams with a "GO".
- (4) MOI – Candidates must receive a "GO" on all periods of instruction he/she presents.

- (5) The candidate will teach and evaluate a phase training task to their squad for each phase.
  - (6) Some candidates will be evaluated on BRM classes.
  - (7) Candidates will be evaluated on leading a minimum of four physical training sessions.
  - (8) The candidate must be evaluated in the successful completion of at least one leadership position.
  - (9) Must attend all training and instruction and demonstrate the desire and motivation needed to lead IET soldiers during all activities.
  - (10) Must demonstrate knowledge of and the ability to live by the seven Army Values. Candidates who violate the ACV's will be dropped from the course and considered dropped from the program.
- g. **Awards Program.** The candidate with the highest academic average, who has received zero "NO-GO" ratings, will be recognized as the Distinguished Honor Graduate. If the candidate with the highest academic average has received "NO-GO" rating(s), that candidate will be recognized as the Honor Graduate. The Commandant's List will consist of a candidate who exceeded the course standards and is limited to 20% of the graduating class.
- h. **Academic Evaluation Report.** Each candidate receives an AER, DA Form 1059, in accordance with AR 623-1.
6. **CANDIDATE TESTING.** Candidates will be tested by a certified DSL except during phase testing. Candidates that achieve standards ahead of their peers will be used to assist the other squad members in achieving the standard prior to examination. Study Hall will be conducted as needed for candidates who are having academic difficulties.

## **SECTION II – ADMINISTRATIVE PROCEDURES AND POLICIES**

1. **GENERAL.** Administrative guidelines to establish orderly accomplishments and standardization for the efforts of the DSS candidates are discussed in the subsequent paragraphs. Information for any situation not covered in this section can be obtained through your DSL.
2. **FORMATION.** Date, time, and location of formations will be announced in the training schedule or as directed by the DSL. All formations are mandatory.
3. **UNIFORM.**
  - (a) The duties uniform for the majority of the DSS will be Battle Dress Uniform (BDU) complete with boots and headgear. Candidates will not wear distinctive headgear, insignia, or scarves. During the MFT portion of the instruction, the duty uniform will be the Physical Fitness Uniform (PFU).
  - (b) No jewelry (i.e. chains, or similar civilian items) will be worn exposed while in uniform. The wear of a personal wristwatch, identification bracelet or ring is authorized as long as the style is conservative and in good taste. The wear of a fad device, a vogue medallion, or personal talisman, or an amulet when in uniform or on duty is forbidden. Any item of personal wear that has disruptive, moral or social overtones (whether or not it is basically an accepted item of wear) may be declared an unauthorized item by the Commandant. The only civilian decorations and ribbons that may be worn on the uniform are those authorized by AR 600-8-22.
  - (c) Clothing requirement listing is located at Appendix C.
4. **SCHOOL CADRE.**
  - (a) **Senior Drill Sergeant Leader (SDSL).** The SDSL is the drill sergeant who is responsible for the control of all candidate administrative and non-academic activities.
  - (b) **Drill Sergeant Leader (DSL).** DSLs conduct formations, inspections and will enforce high standards of appearance and conduct throughout the course. He/she will be present periods of instruction to your squad.
5. **CANDIDATE CHARGE OF QUARTERS (CCQ).** You will perform CCQ duties while at the active duty phases of DSS. Assignment of this duty will be made by the SDSL. This duty will begin and end at a time designated by the Commandant. You will perform this duty on the date indicated unless a change is approved by the SDSL.
6. **SICK CALL.** You will notify your candidate squad leader and report to the CCQ office 10 minutes prior to the first scheduled formation for routine sick call. When you return from sick call during duty hours, you must report to your DSL and inform your candidate squad leader of your return. After duty hours, you must report to the Staff Duty NCO (SDNCO) for transport to and from the proper medical facility. If you incur ANY injury during your DSS

training, a statement must be completed and given to the DSL. This statement will be utilized to ensure a Line of Duty, DA Fm 2173, is accurately initiated/completed.

7. **MAIL CALL AND PICK-UP.** Incoming mail will be distributed Monday through Friday only. Outgoing mail may be dropped in the mailbox located inside the administrative offices of the DSS. Your address during the active duty portions of the DSS is:

Rank Last Name, First Name MI  
DSS / Class \_\_\_\_\_  
900 Cache Road  
Lawton, OK 73507-5404

8. **PRIVATELY OWNED VEHICLES.** Vehicles will be parked in the candidate parking lot only. They are OFF LIMITS to all candidates in DSS unless authorized by SDSL or squad DSL.
9. **BILLETING.** Upon arrival, all candidates will be assigned a room. The following policies apply for candidates concerning maintenance and equipment within their respective rooms:
  - (1) There will be scheduled and unscheduled wall locker inspections conducted during the active duty portions of DSS.
  - (2) The Commandant may announce an inspection for health and welfare purposes.
  - (3) No equipment/furniture will be removed from or taken into other rooms.
  - (4) All footwear will be displayed as outlined at Appendix D.
  - (5) Bunks will be made daily.
  - (6) Wall locker display outline is located at Appendix D.
  - (7) Rooms will be kept clean, neat and orderly. Floors will be swept, mopped and free of dirt.
  - (8) Daily room inspections will be conducted by the DSL or candidate chain of command.
  - (9) Inspections of hallways, latrines, storage areas, outside police, and all common areas will be conducted.
  - (10) Maintenance and cleaning of common use areas will be organized and supervised by the candidate chain of command and must be completed prior to the first scheduled formation.
  - (11) Maintenance and cleaning of assigned billeting areas will be an individual responsibility and must be completed before the first scheduled formation of the day.

- (12) Individual billeting areas are off-limits during duty hours, except upon approval by the DSL.
  - (13) No alcohol, illegal drugs, or firearms will be allowed in the billets or the confines of the DSS.
  - (14) No companion of the opposite sex will be allowed in any of the billeting rooms, except for DSL or candidate chain of command when performing official duty.
  - (15) All work orders (maintenance) will be reported through the DSL during duty hours and through the SDNCO after duty hours.
  - (16) No personal items will be left unsecured during duty hours or left unattended at any time.
10. **LINEN EXCHANGE.** Linen exchange will be conducted weekly. Day and time will be announced by the DSL. Only sheets and pillowcases will be exchanged.
11. **LAUNDRY.** Washers and dryers are available. Machines are coin operated.
12. **CLASSROOM.** The cleaning of work areas and classrooms will be the responsibility of the candidates, as directed by the DSL.
13. **TELEPHONES.** All military phones are off-limits for personal calls. The only exception will be an emergency.
14. **INDIVIDUAL CONDUCT.**
- a. Only the highest standards of conduct, appearance, bearing, courtesy, and attitude will be accepted at the DSS.
  - b. The following rules are in effect:
    - (1) You may lose privileges for the following reasons: Failure to maintain the proper standards of appearance, being in academic trouble, failure to keep the individual and common areas in a high state of police, and lack of motivation.
    - (2) There will be no running or horseplay in the buildings at any time.
    - (3) Female rooms are OFF-LIMITS to all male personnel except in the performance of duty.
    - (4) Male rooms are OFF-LIMITS to all female personnel except in the performance of duty.

15. **CLASS CONDUCT.**

- a. Classroom Procedures (asking/answering questions):

- (1) Hold one hand up until recognized by the DSL.
- (2) When recognized, address the question to your DSL.
- (3) When asked a question, the same procedure will apply as stated in (1) and (2) above.
- b. Break areas will be designated by the DSL.
- c. During breaks, all personnel will move out of the classroom unless talking to the DSL.
- d. Proper military bearing will be maintained during breaks and in all class instruction.
- e. Once seated in class, personnel will not slouch in their seats or lean back on walls.
- f. When feeling somewhat sleepy, rise quietly and stand to the rear of the classroom and maintain a good military posture.
- g. No gum chewing or eating candy during the conduct of the class.
- h. Upon return from breaks, candidates will recite the Drill Sergeant Creed in its entirety.

#### 16. **NEWSTARTS / COURSE RELEASES / DISMISSALS.**

- a. **UNQUALIFIED ARRIVALS.** Quality is the fundamental imperative of the Army. It is critical that soldiers, particularly those being trained to train IET soldiers meet the highest professional standards. Soldiers attending the DSC must meet the height / weight standards or body fat content standards and physical fitness standards IAW AR 600-9 and AR 350-41. Failure to do so will result in denial of enrollment. The Commandant will forward a memorandum addressing their failure to maintain standards to the first General Officer in their chain of command.
- b. **DISMISSAL FOR LACK OF MOTIVATION.** Failure of a candidate to maintain standards may indicate a lack of motivation or aptitude. (AR 351-1, para 5-30c) Candidates whose academic progress, demonstrated motivation, attitude, conduct, although not cause for formal disciplinary action, comes under on of the following categories:
  - (1) Prejudicial to the interest of other students in the class.
  - (2) Make it extremely unlikely that the student can or will successfully meet the standards established for graduation. (AR 351-1, para 1-10a(2))
  - (3) Reasons for Lack of Motivation Dismissals:
    - (a) Failure to maintain school standards.
    - (b) Walking during physical training runs.

- (c) Counseling fails to correct shortcomings.
- (4) Corrective actions: Candidates will be counseled by the DSL for the first incident. The second incident counseling will be conducted by the SDSL.
- c. **DISMISSAL FOR DISCIPLINARY REASONS.** No formal adjudication of guilt by a military or civilian court, or by a commander under Article 15 or the Uniformed Code of Military Justice (UCMJ) is necessary to support dismissal under this paragraph. (AR 351-1, para 1-10a(1)) Valid reasons:
  - (1) Violation of UCMJ.
  - (2) Violation of orders, directives, and policies.
  - (3) Lying and/or cheating.
  - (4) Possession of intoxicating beverages/illegal drugs/firearms in the school area.
  - (5) This list is not inclusive. Other reasons as deemed necessary by the commandant.
- d. **DISMISSAL FOR ADMINISTRATIVE REASONS.** Disenrollement for illness, injury, compassionate circumstances, or other reasons beyond the control of the candidate will be made without prejudice. The DSS Commandant will provide a written statement to the candidate's unit stating the reason for the termination. The soldier will be eligible for re-enrollment as soon as possible. The Commandant may "new-start" a student who (though illness, injury, emergency or other unavoidable training absences) miss a significant portion of training.
- e. **DISMISSAL FOR ACADEMIC REASONS.** The Commandant before course completion for academic deficiencies/ failures may remove candidates from the DSC. Valid reasons:
  - (1) Failure to complete all course objectives within 14 months.
  - (2) Receiving two (2) "NO-GO" ratings on one written examination, if not permitted subsequent attempts by the Commandant.
  - (3) Receiving a third (3<sup>rd</sup>) "NO-GO" rating on a performance examination, if not permitted a fourth (4<sup>th</sup>) or subsequent attempt by the Commandant.
  - (4) Receiving three (3) "NO-GO" ratings on a any written examination, if deemed appropriate by the Commandant.
  - (5) Receiving one (1) fourth (4<sup>th</sup>) "NO-GO" rating on a performance examination.
  - (6) Failure to pass the APFT.

- f. **NEWSTART.** Soldiers who experience difficulty in one course area, but are otherwise exceptional and maintain motivation, maybe new-started on an exception basis. Reassignment will be made to the next class where the student has the opportunity to continue on from the necessary block of training.

### **SECTION III – CANDIDATE ORGANIZATION AND DUTIES IN LEADERSHIP POSITIONS**

#### **1. GENERAL.**

- a. A candidate chain of command will be organized IAW the number of candidates reporting for the class. Each candidate will occupy a leadership position during his or her tenure at the DSS.
- b. The candidate chain of command must be strictly adhered to by all candidates, ensuring that tasks are accomplished in a timely manner and to the standards of the school. Candidates performing assignments in leadership positions, within the candidate chain of command, will ensure they are totally familiar with their duties and responsibilities.
- c. Full cooperation from all candidates is required at all times. All candidates will cooperate fully with candidate leaders in the discharge of their assigned duties.
- d. Candidate leaders will have the authority of the position to which they occupy, regardless of their rank. Failure of a candidate to follow the instruction of a duly appointed candidate leader will result in recommendation for disciplinary release.

#### **2. CANDIDATE LEADERSHIP POSITIONS.** Candidates, at the direction of the DSL, will occupy the following leadership positions:

##### **a. Platoon Sergeant.**

- (1) Responsible for the accountability of platoon members.
- (2) Ensure that the platoon is prepared for inspection at all times.
- (3) Supervises all details assigned to the platoon.
- (4) Maintains accurate status of the platoon as all times.
- (5) Reports all supply and repair requirements immediately to the DSL.

##### **b. Squad Leader.**

- (1) Maintain and control the squad's discipline.
- (2) Assist in the supervision of all assigned details of the teams with the squad.
- (3) Ensure squad is prepared for inspection at all times.



(4) Ensure squad accountability and statuses are accurate at all times.

NOTE: All outgoing chain of command personnel will physically brief the incoming chain of command on their specific responsibilities, use of common areas, and any special instructions received from the DSL.

NOTE: A Guidon Bearer will be appointed by the DSL as required. The chain of command will change daily or as deemed applicable by the DSL.

#### **SECTION IV – OUT-PROCESSING**

1. Candidates will be sized for a Drill Sergeant Hat during Phase I. The DSS will furnish the sizes to the candidates unit of assignment for requisition. Each candidate will receive two Drill Sergeant hats. One hat must be brought to the active duty portion of Phase III for graduation.
2. Out-processing from the DSS for both active duty phases will commence after the graduation ceremony the last Saturday of training. No airline flights should be scheduled prior to 1630 hrs.
3. Your out-processing will be conducted by the admin section and controlled by your DSL. Your room must be clean, furniture accounted for, all linen and equipment turned in prior to your arrival at the admin section.

As a tradition, during your graduation ceremony the Distinguished Honor Graduate will lead the class in reciting the Drill Sergeant Creed. Study it and become familiar with the breakdown.

I AM A DRILL SERGEANT

I WILL ASSIST EACH INDIVIDUAL  
IN THEIR EFFORTS TO BECOME A HIGHLY MOTIVATED,  
WELL DISCIPLINED,  
PHYSICALLY AND MENTALLY FIT SOLDIER,  
CAPABLE OF DEFEATING ANY ENEMY  
ON TODAY'S MODERN BATTLEFIELD.

I WILL INSTILL PRIDE IN ALL I TRAIN,  
PRIDE IN SELF,  
IN THE ARMY,  
AND IN COUNTRY.

I WILL INSIST THAT EACH SOLDIER MEETS AND MAINTAINS  
THE ARMY STANDARDS OF MILITARY BEARING AND COURTESY  
CONSISTENT WITH THE HIGHEST TRADITIONS  
OF THE UNITED STATES ARMY.

I WILL LEAD BY EXAMPLE,  
NEVER REQUIRING A SOLDIER TO ATTEMPT ANY TASK  
I WOULD NOT DO MYSELF.

BUT FIRST,  
LAST,  
AND ALWAYS,  
I AM AN AMERICAN SOLDIER,  
SWORN TO DEFEND  
THE CONSTITUTION OF THE UNITED STATES  
AGAINST ALL ENEMIES,  
BOTH FOREIGN AND DOMESTIC,

I AM A DRILL SERGEANT.

HOOAH.

## Barracks Inspection Personal Area

Students Name:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>BED:</b>							
Blankets wrinkled							
US showing							
dustcover not IAW SOP							
laundry bag & towel							
<b>Boots:</b>							
dirty							
laced improperly							
missing							
not on line							
<b>Low quarters:</b>							
dirty							
laced improperly							
missing							
not on line							
<b>Running shoes:</b>							
dirty							
laced improperly							
missing							
not on line							
<b>Shower shoes:</b>							
dirty							
laced improperly							
missing							
not on line							
<b>TA-50:</b>							
not displayed IAW SOP							
canteen caps not open							
missing							
<b>Wall locker:</b>							
dirty/ dusty							
PT uniform not displayed							
un-secure*							

**Note: Areas with checkmarks require improvements.**

\* This is a major violation and requires Candidate to write a ticket to correct this action.

**Barracks Inspection Common Areas**

Phase:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Floors:</b>							
dirty							
wax build up							
dust							
base boards							
<b>Windows:</b>							
window sill							
curtain							
glass							
<b>Latrine:</b>							
sinks							
toilet							
floor							
shower							
washing machine							
dryer							
mirrors							
<b>Trash Cans:</b>							
dirty							
not empty							
<b>Other:</b>							
dirty							
outside area							
refrigerator							
water fountain							

**Comments:**

Mon \_\_\_\_\_

Tue \_\_\_\_\_

Wed \_\_\_\_\_

Thu \_\_\_\_\_

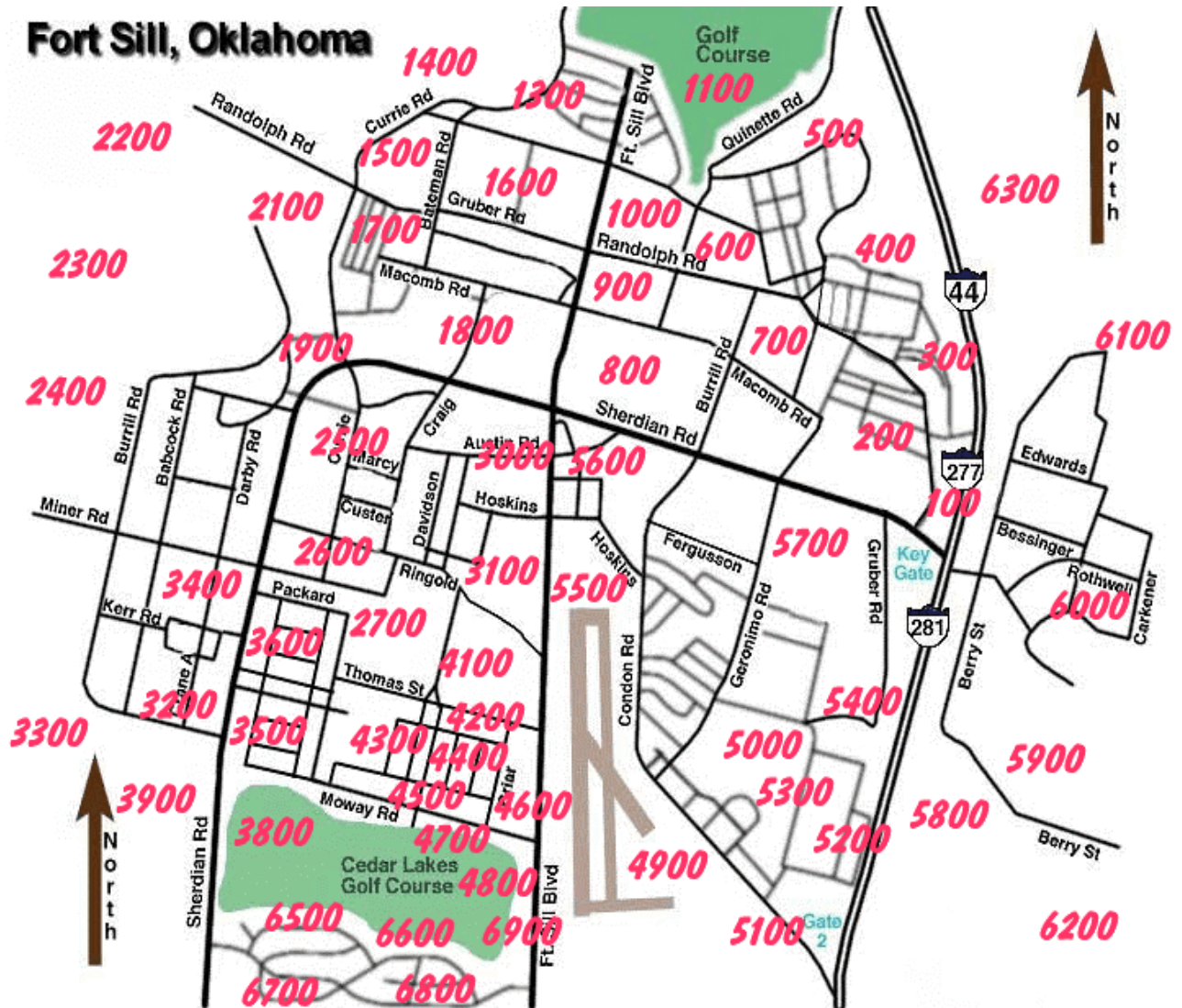
Fri \_\_\_\_\_

Sat \_\_\_\_\_

Sun \_\_\_\_\_

**Note: Areas with checkmark require improvement**

# Fort Sill, Oklahoma



## CLOTHING REQUIREMENTS

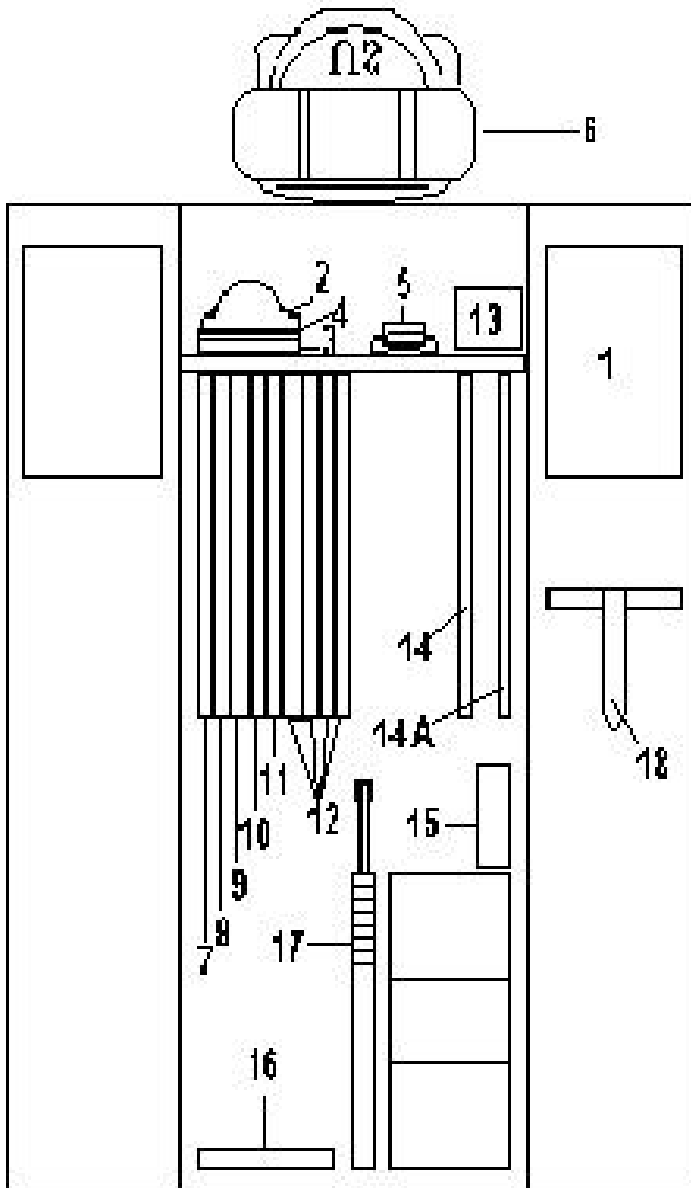
All male/female soldiers attending the Drill Sergeant Course require the following items of their soldier's Basic Issue. The duty uniform for all service members is BDU. Refer to AR 670-1 for details. Additionally, you will be expected to utilize all items you bring to DSS. This is to do away with the practice of a "display set" and a "for use set". The IET soldiers cannot afford two sets of everything; therefore, you will only be practicing in DSS what you'll preach as a Drill Sergeant.

\* - Indicates FEMALE Only

\*\* - Indicates MALE Only

1. Cap, BDU	2 ea
2. Shirt, BDU (1 Hot Weather/2 Temperate)	3 ea
3. Pants, BDU (1 Hot Weather/2 Temperate)	3 ea
4. Field Jacket, BDU	1 ea
5. Rain Coat, Black w/Liner	1 ea
6. Army Green Uniform	1 ea
7. Shirt, Green, Long Sleeve	1 ea
8. Shirt, Green, Short Sleeve	1 ea
9. T-shirt, Cotton White	2 ea **
10. T-shirt, Cotton Brown	3 ea
11. T-shirt, Cotton, Grey (ARMY Logo)	2 ea
12. Drawer, Cotton, OD or White	4 ea
13. Towel, Brown	2 ea
14. Socks, Black, Cotton or Nylon	2 ea **
15. Cap, Garrison	1 ea
16. Belt, Web (1 Black Tip / 1 Brass Tip)	1 ea
17. Belt Buckle, Brass	1 ea
18. Belt Buckle, Subdued	1 ea
19. Boot, Combat (Jump Boot Permitted, See Note #2)	2 pr
20. Shoes, Low Quarter (Black Oxford or Corofram)	1 pr
21. Neck Tie, Black, 4 in Hand	1 ea **
22. Socks, Wool, Black	3 pr
23. Duffel Bag	1 ea
24. Gloves, Black, Work	1 pr
25. Inserts, Wool	2 pr
26. Uniform Brass, Branch & US	1 ea
27. Laundry Bag	1 ea
28. Kevlar w/Cover	1 ea
29. Pistol Belt	1 ea
30. Canteen w/Cup and Cover	2 ea
31. Ammo Pouch	2 ea
32. First Aid Pouch	1 ea
33. Suspenders	1 ea
34. Ruck Sack	1 ea
35. Wet Weather Top	1 ea
36. Wet Weather Pants	1 ea
37. Poncho	1 ea
38. Swim Trunks (Phase III only)	1 ea

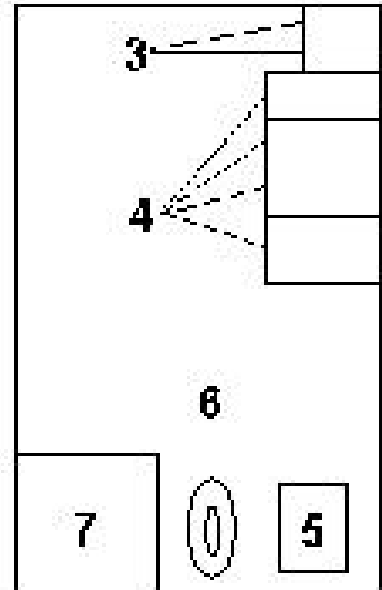
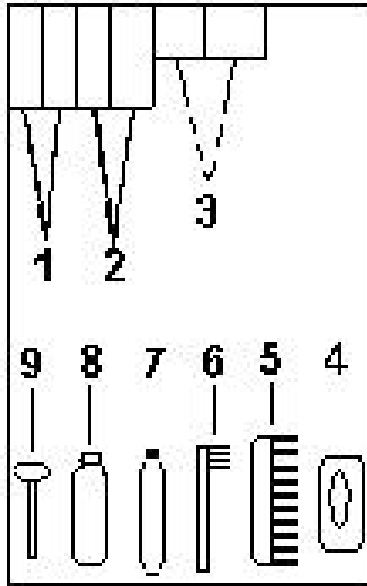
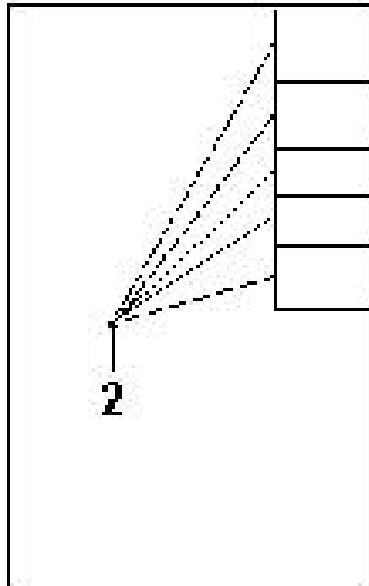
## MALE WALL LOCKER



1. WALL LOCKER S.O.P
2. LCE WITH KEVLAR BUCKLEED IN FRONT
3. GARRISON CAP, CAP TO THE REAR OF GLOVES WITH CURTAIN TO THE RIGHT
4. GLOVES WITH INSERTS. PALMS FACING WITH THUMBS TO THE REAR, AND FINGERS TO THE LEFT . BLACK GLOVES ON INSERTS, ON DRESS GLOVES. ROLL OPEN EDGE OF INSERTS TO BE FLUSH. ALL OPENINGS OF GLOVES WILL BE FLUSH.
5. BDU CAP. CAP BILL WILL BE EVEN WITH FRONT OF WALL LOCKER SHELF
6. RUCKSACK RAIN ON TOP OF WALL LOCKER WITH TANKER ROLL FLUSH WITH FRONT.
7. BLACK RAIN COAT WITH LINER
8. CLASS"A', TROUSERS UNDER JACKET WITH LEGS TO THE RIGHT , AND ZIPPER TO THE FRONT.
9. SHIRT SHORT SLEEVE, AG. 314
10. SHIRT LONG SLEEVE, AG. 314
11. FIELD JACKET
12. BDU'S WITH TROUSERS UNDER JACKET, TROUSER LEGS TO THE RIGHT, FLY TO THE FRONT, WITH ALL BUTTONS BUTTONED, AND ALL STRINGS REMOVED
13. PERSONAL ITEMS
14. PT UNIFORM
15. SOAP POWDER, AND OTHER CLEANING SUPPLIES
16. DUFFLE BAG WITH NAME, SSN. FOLDED NEATLY, AND PLACED ON BOTTOM OF WALL LOCKER. NAME, SSN., AND HANDLE WILL BE SHOWING.
17. RUBBER M-16 RIFLE.
18. BLACK TIE FOLDED WITH EXTENDED PORTION HANGING 8" OVER RAIL .

**\*\*\*ALL ITEMS IN WALL LOCKER WILL BE DISPLAYED AS WORN, WITH THE LEFT SHOULDER OUT, AND HANGERS 2" APART.**

## MALE DRAWERS



### MALE DRAWERS

1. TOP DRAWER
2. WHITE SOCKS ROLLED IN SINGLES.

### MIDDLE DRAWER

1. LONG JOHNS ROLLED 6"
2. TOWELS ROLLED 6"
3. WASHCLOTHS ROLLED 3"
4. SOAPDISH WITH SOAP INSIDE.
5. COMB WITH THE TEETH TO THE RIGHT.
6. TOOTHBRUSH, BRISTLES TO THE RIGHT.
7. TOOTHPASTE, TOP TO BACK OF DRAWER

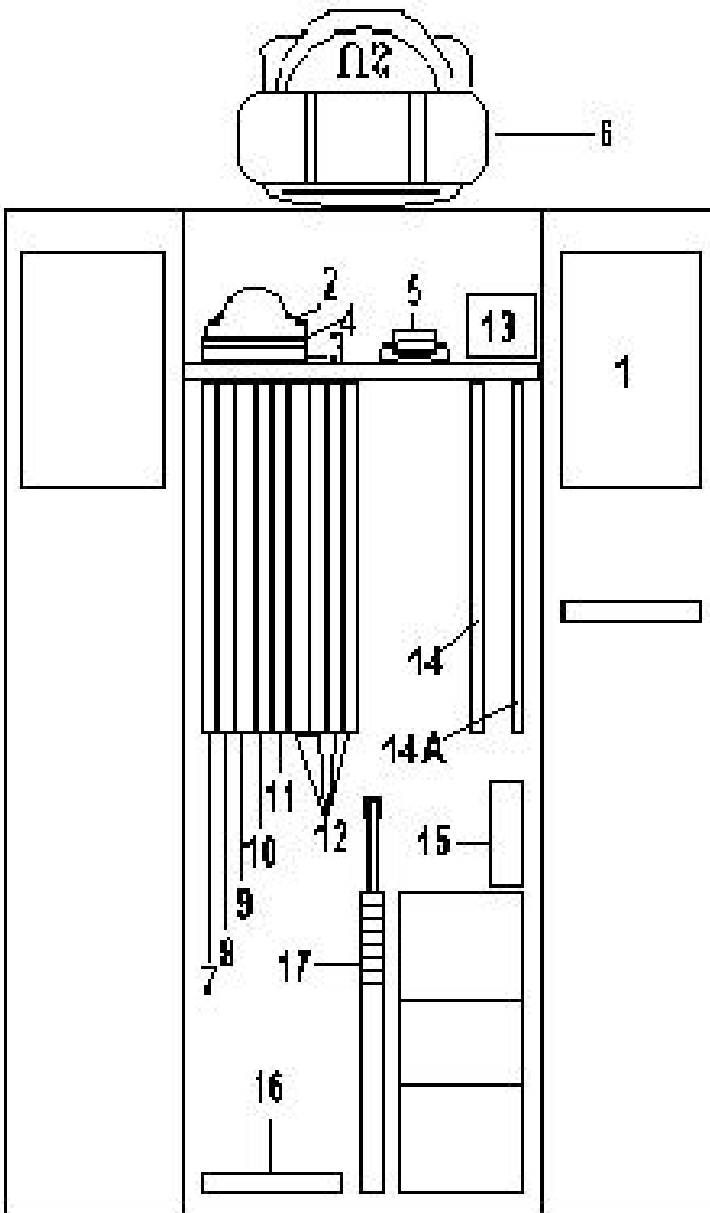
### BOTTOM DRAWER

1. WHITE T-SHIRTS ROLLED 6"
2. BROWN T-SHIRTS ROLLED 6"
3. BLACK SOCKS ROLLED SINGLE.
4. O.D. SOCKS ROLLED SINGLE.
5. HANDKERCHIEF FOLDED 4" X 4".
6. BLACK BELT W/BUCKLE TO THE RIGHT.

**\*\*\*NOTE ALL DRAWERS WILL BE TIERED 3", 6", 9" FOR FORMAL INSPECTIONS.**



## FEMALE WALL LOCKER

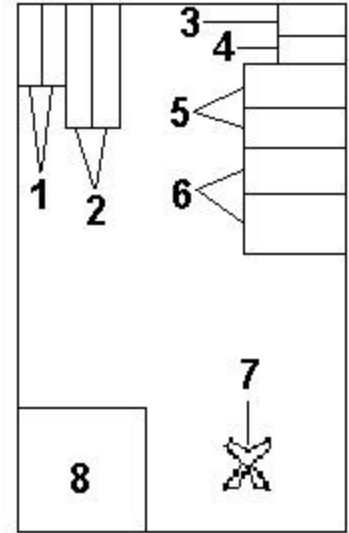
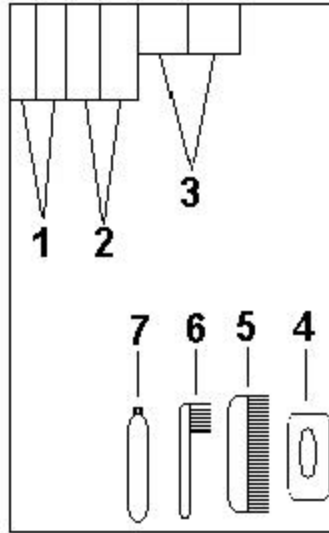
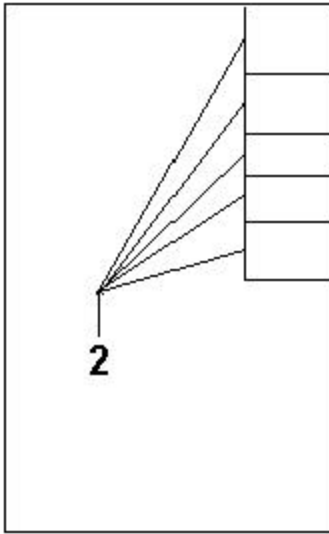


1. WALL LOCKER S.O.P
2. LCE WITH KEVLAR BUCKLEED IN FRONT
3. GARRISON CAP, CAP TO THE REAR OF GLOVES WITH CURTAIN TO THE RIGHT
4. GLOVES WITH INSERTS. PALMS FACING WITH THUMBS TO THE REAR, AND FINGERS TO THE LEFT . BLACK GLOVES ON INSERTS, ON DRESS GLOVES. ROLL OPEN EDGE OF INSERTS TO BE FLUSH. ALL OPENINGS OF GLOVES WILL BE FLUSH.
5. BDU CAP. CAP BILL WILL BE EVEN WITH FRONT OF WALL LOCKER SHELF
6. RUCKSACK RAIN ON TOP OF WALL LOCKER WITH TANKER ROLL FLUSH WITH FRONT.
7. BLACK RAIN COAT WITH LINER
8. CLASS"A', TROUSERS UNDER JACKET WITH LEGS TO THE RIGHT , AND ZIPPER TO THE FRONT.
9. SHIRT SHORT SLEEVE, AG. 314
10. SHIRT LONG SLEEVE, AG. 314
11. FIELD JACKET
12. BDU'S WITH TROUSERS UNDER JACKET, TROUSER LEGS TO THE RIGHT, FLY TO THE FRONT, WITH ALL BUTTONS BUTTONED, AND ALL STRINGS REMOVED
13. PERSONAL ITEMS
14. PT UNIFORM
- 14A. PERSONAL CLOTHING
15. SOAP POWDER, AND OTHER CLEANING SUPPLIES
16. DUFFLE BAG WITH NAME, SSN. FOLDED NEATLY, AND PLACED ON BOTTOM OF WALL LOCKER. NAME, SSN., AND HANDLE WILL BE SHOWING.
17. RUBBER M-16 RIFLE.

\*\*\*\*NOTE, FEMALE CANDIDATES WILL PLACE THEIR CLASS "A" SKIRTS ON A SEPARATE HANGER WITH THE ZIPPER FACING TO THE LEFT

\*\*\*ALL ITEMS IN WALL LOCKER WILL BE DISPLAYED AS WORN, WITH THE LEFT SHOULDER OUT, AND HANGERS 2" APART

## **FEMALE DRAWERS**



### **TOP DRAWERS**

1. WHITE SOCKS  
ROLLED IN SINGLES

### **MIDDLE DRAWER**

1. LONG JOHNS  
ROLLED 6"
2. TOWELS ROLLED 6"
3. WASHCLOTHS  
ROLLED 6"
4. SOAPDISH WITH  
SOAP INSIDE.
5. COMB WITH THE  
TEETH TO THE RIGHT.
6. TOOTHBRUSH,  
BRISTLES TO THE  
RIGHT.

### **BOTTOM DRAWER**

1. UNDERPANTS  
ROLLED 4"
2. BROWN T-SHIRTS  
ROLLED 6"
3. NYLONS ROLLED 4"
4. SLIPS ROLLED 4"
5. BLACK SOCKS  
ROLLED SINGLE
6. O.D SOCKS ROLLED  
SINGLE
7. NECK TAB

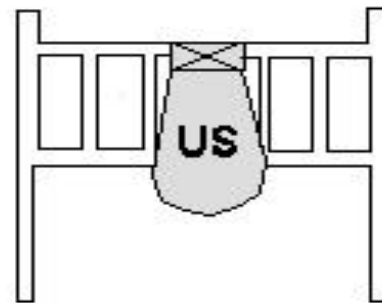
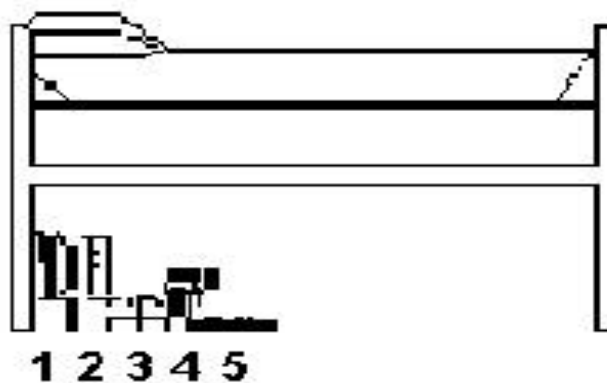
**\*\*\*NOTE, ALL DRAWERS WILL BE TIERED 3", 6", 9" FOR FORMAL INSPECTIONS**



## BRASS CARD

1. UNIT INSIGNIA
2. NAME PLATE
3. E.L.B. (IF APPLICABLE)
4. U.S. & BRANCH BRASS
5. RIBBONS
6. REGIMENTAL CREST
7. UNIT CITATIONS
8. BRASS RANK
9. QUALIFICATION BADGE

\*\*\*NOTE, ALL ROWS WILL BE SPACED EVENLY FROM LEFT TO RIGHT & TOP TO BOTTOM.



1. MILITARY BOOTS
2. LOW QUARTERS
3. RUNNING SHOES
4. SHOWER SHOES
5. PERSONAL SHOES

\*\*\*NOTE, THE FIRST BOOT WILL TOUCH THE BED POST. ALL OTHER FOOTGEAR WILL TOUCH EACH OTHER, AND ARE ONLINE WITH THE BED POST. ALL BOOTS AND SHOES WILL BE LACED AS IF ITEM IS BEING WORN , AND THE LACES WILL BE TUCKED INTO BOOTS OR SHOES. ALL FOOTGEAR WILL BE DISPLAYED ON THE END OF THE BUNK TOWARDS THE WALL LOCKER. THE HEADS OF THE BUNKS WILL BE STAGGERED WITH THE HEAD OF THE FIRST BUNK TOWARDS THE WALL LOCKER. THE LAUNDRY BAGS WILL BE TIED BETWEEN THE TWO CENTER POST ON THE BED ENDS TOWARDS THE CENTER WALK WAY, AND ONE INCH OFF THE FLOOR.

\*\*\*NOTE, FEMALE CANDIDATES WILL PLACE THEIR CLASS "A" PUMPS BETWEEN THEIR MILITARY BOOTS, AND THEIR LOWQUARTERS ON THE DISPLAY.